

**The Unemployment
Program wants to
hear from you!**

**We are always striving to
improve our service and
relationship with the
employer community.
Please let us know how
we're doing by taking a
little time to complete a
customer service survey:**

UI Tax:

[www.azdes.gov/
uitaxsurvey](http://www.azdes.gov/uitaxsurvey)

We're on the web:
www.azuitax.com



Important Info!

**Learn more about:
Electronic Filing
and Response
methods —
Visit our website at
www.azuitax.com
and click on
Online Services for
Employers**



DEPARTMENT OF ECONOMIC SECURITY

Your Partner For A Stronger Arizona

DECEMBER 2016

Shared Work, the Layoff Alternative

The Shared Work Unemployment Compensation Program is an alternative for employers faced with a reduction in force. The program allows an employer to divide the available work or hours of work among a specified group of affected employees in lieu of a layoff, and it allows the employees to receive a portion of their Unemployment Insurance (UI) benefits while working reduced hours.

To be eligible for Shared Work benefits the employee:

- ⇒ Had their normal weekly hours reduced by at least 10 percent but no more than 40 percent.
- ⇒ Filed an Unemployment claim and meets the eligibility required for regular Arizona benefits.

How to apply for an Unemployment Insurance Shared Work Plan

- ⇒ To participate in the Shared Work Program, go to www.azuitax.com and under "important: what you need to know", click on "Employer Handbook on Unemployment Benefit Claims". Once there, select the Shared Work Program link and open the Shared Work Plan Application.

Once the application and participating list is complete and signed by an authorized representative, it can be returned by fax at (602)253-4101 or by mail at: Arizona Department of Economic Security Shared Work Program P.O. Box 6210 Mail Drop 5894 Phoenix, AZ 85007-6210



The application needs to be submitted at least ten days in advance of the date the plan will begin. A notification will be mailed of the approval or denial of the plan.

For additional information on the Unemployment Insurance Shared Work Plan, please visit our website at www.azuitax.gov or call (602)771-8956.

Apprenticeship— "Earn While You Learn"

Today, more than ever, building a strong pipeline of skilled workers in Arizona is critical for companies to grow their business and compete in the 21st century global economy. Top companies and organizations are leading the way in developing and training a world-class workforce by partnering with the Arizona Apprenticeship Office. Apprenticeships are rapidly growing in the State of Arizona for Information Technology (IT), Cyber Security, Healthcare, Advanced Manufacturing, Construction and many more.

The Registered Apprenticeship system of training is unique in that it is the only formal, structured, and nationally recognized education and training program available that combines the two most common forms of career and occupational learning. Earn as you learn classroom instruction with on-the-job training. For additional information from the Arizona Apprenticeship Office, contact Willie Higgins at WHiggins@azdes.gov or (602)542-5641, Adam Hartle at Adamhartle@azdes.gov or (602)364-0976.



**EMPLOYER
NEWSLETTER**

**FOURTH
QUARTER
2016**

**Unemployment Tax
Central Office**
PO Box 6028
Phoenix, AZ 85005-6028
4000 N. Central Ave. Ste. 500
Phoenix, AZ 85012

UI Tax Phone: 602-771-6606

UI Benefits Phone: 602-364-2722
Toll Free: 877-600-2722
Email: AZCallCenter@azdes.gov



Unemployment Insurance
Employer Outreach /
Education Program:

UIOutreach@azdes.gov

**For more information
on electronic filing—
visit our website:**

www.azuitax.com

**or contact the
Employer Accounting
Unit at:
602-771-6601**

Arizona Department of Economic Security - Your Partner for a Stronger Arizona

Voluntary Payments May Lower Your Tax Rate

Have you ever wondered how you can lower your UI tax rate? Consider making a Voluntary Payment! The 2017 annual Tax Rate Notices will be mailed on December 30, 2016.

If your account is eligible to make a voluntary payment the tax rate notice includes information about making a payment to reduce your tax rate. The notice will show the voluntary payment necessary to improve your reserve ratio and thereby lower your tax rate. Before deciding to make the payment please use the handy worksheet on the reverse side of the notice to calculate if the voluntary payment will be beneficial to your business. By comparing the voluntary payment amount with your potential reduction in taxes, you can determine if you will save money by making a voluntary payment. Voluntary payments are used to reduce the UI rate only and **are not** in lieu of any other taxes due. Once a voluntary payment is made it is not refundable.



Voluntary payments must be postmarked no later than January 31st of the tax year for which the notice is issued.

Please note that this program is not available to all employers. If you do not qualify for other than the "New Employer" rate of 2.00% or if your rate is at the lowest rate possible, you do not meet the requirements and may not make a voluntary payment.



Business Services Section

The Business Services Section, under the Employer Engagement Administration, is growing and evolving to assist the multitude of businesses in the state. Specifically, we are making the services that are available more transparent by providing an upfront and complete menu of services, and tailoring our services to employers. In addition, there are plans to increase the number and location of Business Service Representatives throughout the state to improve the convenience of utilizing everything that we offer. We are working to make employment and career opportunities more easily identified, to more clearly define what employers are looking for in an employee, and to ensure that there are opportunities for any and all job seekers that want a better life.

Business Services Representatives can assist employers with registering in Arizona Job Connection, so that they can be seen by job seekers. They provide feedback and guidance to employers to make their job postings clearer and more thorough. We also provide businesses with labor market information, so that they can ensure competitive work standards and pay. Business Services has a full line of services intended to attract the right candidate. This includes custom recruitments, job fairs, direct candidate search, and candidate screening. We can do as little as helping post an opportunity, or as much as acting as the business's HR department regarding reaching out and finding qualified employees for the job.

Equal Opportunity Employer/Program • Under Titles VI and VII of the Civil Rights Act of 1964 (Title VI & VII), and the Americans with Disabilities Act of 1990 (ADA), Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and Title II of the Genetic Information Nondiscrimination Act (GINA) of 2008, the Department prohibits discrimination in admissions, programs, services, activities, or employment based on race, color, religion, sex, national origin, age, disability, genetics and retaliation. The Department must make a reasonable accommodation to allow a person with a disability to take part in a program, service or activity. For example, this means if necessary, the Department must provide sign language interpreters for people who are deaf, a wheelchair accessible location, or enlarged print materials. It also means that the Department will take any other reasonable action that allows you to take part in and understand a program or activity, including making reasonable changes to an activity. If you believe that you will not be able to understand or take part in a program or activity because of your disability, please let us know of your disability needs in advance if at all possible. To request this document in alternative format or for further information about this policy, contact the UI Tax office at 602-771-6606; TTY/TDD Services: 7-1-1. • Free language assistance for DES services is available upon request. • Ayuda gratuita con traducciones relacionadas a los servicios del DES está disponible a solicitud del cliente.